



## NEIGHBORHOOD EVENT APPLICATION

APPLICATION DATE \_\_\_\_\_

NEIGHBORHOOD ORGANIZATION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

APPLICANTS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

EVENT DESCRIPTION AND PURPOSE: \_\_\_\_\_

HISTORICAL AND PROMOTIONAL INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENT DATE \_\_\_\_\_ BEGIN TIME \_\_\_\_\_ END TIME \_\_\_\_\_

SETUP DATE AND TIME \_\_\_\_\_ REMOVAL DATE AND TIME \_\_\_\_\_

ANTICIPATED ATTENDANCE:

STREET TO BE CLOSED:

(LIMITS – LIST CROSS STREET INTERSECTIONS)

\_\_\_\_\_  
STREET FROM TO

I prefer my permit to be: ☐ Mailed ☐ E-mailed ☐ Faxed ☐ Ready for pick up at office

Neighborhood organization and applicant understands the rules, regulations and terms and agrees to abide by all requirements of the Outdoor Events Ordinance No. 1925-08-2010.

\_\_\_\_\_  
Signature of neighborhood representative Date \_\_\_\_\_

EVENT HOLDER IS RESPONSIBLE FOR PROVIDING STANDARD TYPE 1 BARRICADES ON CLOSED STREETS DURING EVENT. BARRICADES MUST BE STAFFED BY AN ADULT AT LEAST 18 YEARS OLD AT ALL TIMES. BARRICADE STAFF MUST WEAR SAFETY VESTS.

ACCESS TO CLOSED STREETS MUST BE PROVIDED FOR EMERGENCY VEHICLES (AMBULANCE OR FIRE TRUCK) IN CASE OF AN EMERGENCY.

A 12 FOOT UNOBSTRUCTED ROADWAY IS REQUIRED ALONG CLOSED SECTIONS OF STREET. NO STRUCTURES, INCLUDING TENTS, STAGES AND BOUNCE HOUSES ARE ALLOWED IN THE UNOBSTRUCTED ROADWAY WIDTH OR ANY SIDEWALK OR PARKWAY.

PUBLIC EVENTS DEPARTMENT  
OUTDOOR EVENTS MANAGER  
1201 HOUSTON STREET  
FORT WORTH, TX 76102  
(817) 392-7894 FAX (817) 392-2756



Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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## NEIGHBORHOOD EVENT STREET CLOSURE REQUIREMENTS

- Event holder is responsible for providing standard **Type 1 Barricades** on closed streets during event. Barricades must be staffed by an adult at least 18 years old at all times and Barricade staff must wear reflective safety vest.
- Access to closed streets must be provided for emergency vehicles (ambulance or fire truck) in case of an emergency.
- A twelve (12) foot unobstructed roadway is required along closed sections of the street, and no structures, including tents, stages and bounce houses are allowed in the unobstructed roadway width or on the sidewalk or parkway.
- Streets must be cleared and open to traffic no later than 11:00 p.m.

